


## Processing an EHRA Promotion in T/TT Faculty Rank in the HR System

**What you need before proceeding with action:** An approval confirmation from the Provost Office indicating the employee and position receiving the Promotional Tenure Tenure-Track/Rank update.

The approval documentation will provide instructions on the action and reason to use for entering the promotional update with any potential changes taking place, (i.e. job code, title, pay rate. etc...). To process the position change action you will need to locate the position in **Add/Update Position Info**. Use the following navigation information to access position data.

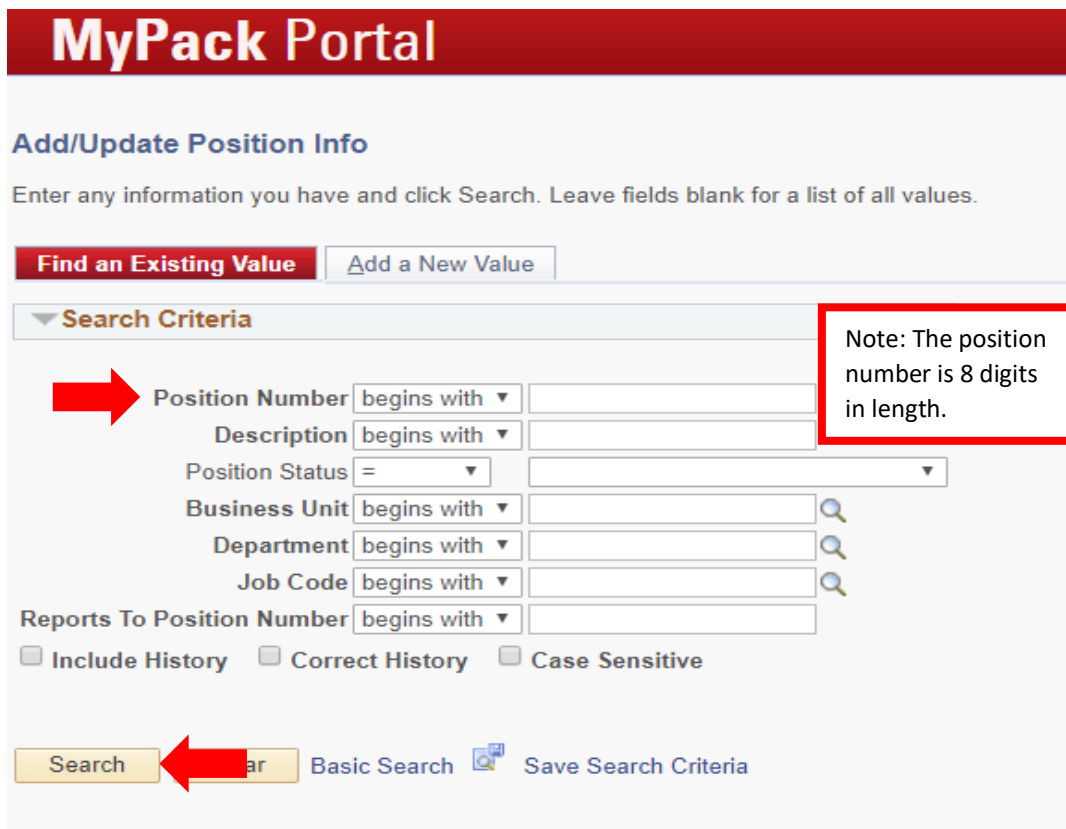
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the Menu icon  .

Then follow this navigation through the menu options.

**Human Resources Systems > Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info**

Once the **Add/Update Position Info** panel appears then type in the position number then click Search.



**MyPack Portal**

**Add/Update Position Info**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search Criteria**

**Position Number** begins with

**Description** begins with

**Position Status** =

**Business Unit** begins with

**Department** begins with

**Job Code** begins with

**Reports To Position Number** begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

**Search** **Basic Search** **Save Search Criteria**

Note: The position number is 8 digits in length.

The screenshot shows a web-based HR system interface with several tabs: Description, Specific Information, Budget and Incumbents, and Mandatory Designation. The 'Position Information' section includes fields for Position Number (00004), Headcount Status (Filled), Current Head Count (1 out of 1), \*Effective Date (08/16/2019), \*Reason (PTT), Position Status (Approved), Status Date (01/01/1901), \*Empl Class (EFX), and \*Ext Status. The 'Job Information' section includes Job Code (F011), \*Regular Shift (Not Applicable), Title (Professor), and Short Title (Professor). The 'Work Location' section includes Department (1109), Location (010), and Reports To (0000). The 'Salary Plan Information' section includes Salary Admin Plan (EPA), Grade (999), Standard Hours (40.00), Work Period (W), and Shared Position FTE. The interface also includes a 'Find' button, a 'View All' button, and a 'First' button. Red callouts labeled 'Step 1' through 'Step 6' point to specific fields and buttons: Step 1 points to the plus sign in the top right; Step 2 points to the \*Effective Date field; Step 3 points to the \*Reason field; Step 4\* points to the Job Code field; Step 4\* points to the \*Regular Shift field; Step 4\* points to the Title field; Step 5 points to the Salary Plan Information section; and Step 6 points to the Save button.

**Step 1** click on the plus sign in the top right hand corner to add a new row to the position

**Step 2** the **Effective Date** will default to the current date, update this with the effective date of the Promotion in T/TT Faculty Rank approved by the Provost Office

**Step 3** in the **Reason** field, select Promote in T/TT Faculty Rank option from the drop down box

**Step 4\*** a Position Promotion in T/TT Rank may require updating multiple fields, (i.e. Job Code, Title, Reports To, etc...). The approval notification from the Provost Office indicates what is being updated.

**Step 5** verify/update the **Salary Plan Information**, if applicable. Contact C&C with any questions.

**Step 6** after making all the required updates click **Save**

Once saved, the action is complete.

Please verify the action is updated in Job Data. If it is not, please contact your HRIM Specialist.